

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 11/15/11
Time: 1:00 PM – 3:00 PM
Attendees: Rowland Agbede (MDA), Kristen Ahearn (Gov Office), Michael Bentivegna (CGIS), Ashley Buzzeo (CGIS), Kevin Coyne (DNR), Bill Fearington (DHR), Julia Fischer (DBED), Renee King (MDP), Barney Krucoff (GIO), John Madigan, Phillip Stafford (Gov Office) and Brad Wolters (DHCD)

AGENDA:

- Introductions 1:00 – 1:10
 - Future Funding Update 1:10 – 1:20
- Application Subcommittee Updates 1:20 – 1:30
- Data and Resources Subcommittee Updates 1:30 – 1:40
- Outreach Subcommittee Updates 1:40 – 1:50
 - Twitter/Communication Plan 1:50 – 2:00
- Security Subcommittee Updates 2:00 – 2:10
- Additional Business 2:10 – 3:00

NEW ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
MD iMap Executive Order Modifications <ul style="list-style-type: none"> Provide draft of Executive Order to this group for review 	Submitted: 11/15/11	GIO
StateStat Capital Budget Mapping Application <ul style="list-style-type: none"> Double check if proposed budget needs to be provided or just approved budget 	Submitted: 11/15/11	Phillip Stafford
GreenPrint Mapping Application <ul style="list-style-type: none"> Determine if GreenPrint version on MD iMap infrastructure can be removed 	Submitted: 11/15/11	Kevin Coyne
Twitter/Communication Plan <ul style="list-style-type: none"> List of every CIO for inclusion on email alerts 	Submitted: 11/15/11	GIO
Stronger Maryland Together Campaign <ul style="list-style-type: none"> Write synopsis of process and see if update manual can be shared with the group 	Submitted: 11/15/11	Michael Bentivegna

ON-GOING ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
ELA License Request Form <ul style="list-style-type: none"> Share existing form information with group 	Submitted: 11/1/11	GIO
ELA Renewal	Submitted:	GIO

<ul style="list-style-type: none"> Post GSA price schedule for reference 	11/1/11	
Geospatial Information Office <ul style="list-style-type: none"> Send slides via email 	Submitted: 11/1/11	GIO
ELA Call List <ul style="list-style-type: none"> Email updated version of call list to Tech Comm 	Submitted: 9/20/11	Co-Chairs
ELA <ul style="list-style-type: none"> Provide list of contributing agencies to MD iMap Tech Comm Provide list of contributing agencies 	Updated: 11/1/11; 8/2/11 Submitted: 7/19/11	GIO
Statewide GIS Strategic Plan <ul style="list-style-type: none"> Applying for CAP Grant to pursue (March 2012 Awarding) 	Updated: 11/1/11 Submitted: 1/4/11	Deputy GIO
ArcGIS 10 Migration <ul style="list-style-type: none"> Provide outline and pros/cons list to provide to Executive Committee (CGIS) Provide information about how long MD iMap will be down and plan for migration (CGIS) CGIS is testing implications of migration Further discussion is necessary concerning this topic 	Updated: 6/21/11; 11/16/10 Submitted: 9/21/10	Technical Committee

Application Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Future of Flex Programming <ul style="list-style-type: none"> Approach Steven Anderson (Axis Geospatial) about presenting his pros/cons presentation to the group 	Submitted: 11/1/11	Jim Cannistra
Arcgis.com Enhancement available under ELA <ul style="list-style-type: none"> Barney to receive updates tomorrow and will pass them along 	Submitted: 11/1/11	GIO
Volunteer Map using Arcgis.com <ul style="list-style-type: none"> Share with MD iMap group link to webpage 	Submitted: 11/1/11	Michael Bentivegna
Application Specific Services <ul style="list-style-type: none"> Facilitate a discussion with CGIS concerning potential options for map service storage and organization 	Updated: 11/1/11 Submitted: 7/5/11	GIO
Support of StateStat Application (Capital Budget & ARRA applications) <ul style="list-style-type: none"> Graph of hours/budget of efforts to support these applications (CGIS) Provide an understanding of when support crosses from normal, budgeted attention to custodian of application needs to be charged extra because of rush charge, etc. (CGIS) 	Submitted: 6/21/11	CGIS
Application Submission Procedures	Submitted:	Technical

<ul style="list-style-type: none"> Update detailed procedures for application creation and update Resend Application Submission Procedures draft to Technical Committee (Co-chairs) 	6/21/11	Committee
License Agreement in regards to Code Sharing <ul style="list-style-type: none"> Brian Sivak wants applications and their code to be in the public domain and freely available for sharing Awaiting response from Kenny Miller concerning how to proceed Check with Brian Sivak for comment concerning whether to code share through MD iMap Portal or another open source repository 	Updated: 11/1/11; 7/5/11; 6/21/11 Submitted: 6/7/11	GIO
Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> Provide updated worksheet to Kenny Miller for review, after updates have been applied (Kaushik Dutta) Development Code Worksheet Generated (Kaushik Dutta) Date of Launch – add this additional column and information to worksheet (Kaushik Dutta) Work on filling in missing information (Kaushik Dutta & Kenny Miller) Meeting to be scheduled to discuss next steps Excel spreadsheet inventory being produced by CGIS and MES Actively being pursued Obtain Flex code from CGIS and MES for MD iMap-based applications 	Updated: 7/5/11; 6/7/11; 1/4/11; 12/21/10; 12/7/10; 11/16/10 Submitted: 10/19/10	Kaushik Dutta Kenny Miller
Developer Contact List <ul style="list-style-type: none"> Submitted to Deputy GIO List to be developed Compile developer point of contact list 	Updated: 9/20/11; 4/5/11; 12/21/10 Submitted: 11/16/10	Application Subcommittee Kaushik Dutta
arcgis.com My Maps <ul style="list-style-type: none"> Discussion has occurred, but final decision on hold Need to consider how MD iMap services appear when pulled into arcgis.com and suggest potential changes Work with the product and come to next meeting with feedback 	Updated: 9/20/11; 3/1/11 Submitted: 2/15/11	Technical Committee
Rapid Application Prototype <ul style="list-style-type: none"> On hold for funding availability Consider if arcgis.com will meet the majority of needs proposed for this effort Proposal updates being implemented CGIS to provide updated proposal based on comments CGIS provided proposal for review and comment CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting 	Updated: 9/20/11; 2/15/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10	Deputy GIO Application Subcommittee Technical Committee

<ul style="list-style-type: none"> CGIS to provide cost/hours estimate by next Tech. Comm. meeting Obtain pricing, based on specifications of application, from CGIS and MES <p>Email has been sent out to CGIS and MES from Kenny Miller – awaiting response</p> <ul style="list-style-type: none"> Consolidate list of requirements for a rapid application deployment option (Phase 1) Email consolidated list of requirements to Tech. Comm. <p>List has been generated and is available for review</p>	Submitted: 7/12/10	
<p>Comment on Developer's portion of MD iMap Portal</p> <ul style="list-style-type: none"> Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal 	Submitted: 8/4/10	Technical Committee

Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<p>Data Submission Policy Updates:</p> <ul style="list-style-type: none"> Add "Update frequency, "Last updated" and "WFS-enable: Y/N" in Data Submission Policy 	Submitted: 10/4/2011	Data and Resources Subcommittee
<p>WGS Basemap from OSPREY</p> <ul style="list-style-type: none"> Check to determine status of providing this basemap via MD iMap 	Submitted: 10/4/2011	Data and Resources Subcommittee
<p>SHA Basemap</p> <ul style="list-style-type: none"> Obtain information from SHA, recache and add as map service to MD iMap 	Submitted: 10/4/2011	Ashley Buzzeo
<p>GIS/Archives Appraisal Questions</p> <ul style="list-style-type: none"> Distribute survey to as many municipal, county and state agencies, as possible, for potential participation 	Submitted: 7/5/11	Technical Committee
<p>Feedback/Requests concerning MD iMap</p> <ul style="list-style-type: none"> Check for hillshade, which can be added as map service, @ MDP Add Hillshade Service: Inquire at DNR if they have a hillshade available Add Map/Parcel ID Look-Up: Follow up with requestor (Jason Zhao – MDE) to clarify request 	<p>Updated: 10/4/2011</p> <p>Submitted: 6/7/11</p>	Jim Cannistra
<p>"Political Boundaries" Map Service</p> <ul style="list-style-type: none"> MXD and data submitted by Cindy Powell at DNR MXD modified in May 2011 Review the "Political Boundaries" map service, determine the source and last update date 	<p>Updated: 10/4/11</p> <p>Submitted: 6/7/11</p>	<p>Ashley Buzzeo</p> <p>Brad Wolters</p>
<p>Eastern Shore Imagery Assimilation</p> <ul style="list-style-type: none"> Draft email, Portal post and tweet for notifying of these changes Eastern Shore imagery is now on production server Rename "NAIP" service to "Composite" service – Completed Tweets and email message of new imagery release Provide draft write-up of details and FAQs (Jim Cannistra) Add new "Composite" imagery service now and phase out "NAIP" service (CGIS) – Completed 	<p>Updated: 10/4/11; 6/21/11; 4/5/11</p> <p>Submitted: 3/15/11</p>	<p>Ashley Buzzeo</p> <p>Jim Cannistra</p>

<ul style="list-style-type: none"> Check server space available versus need – Working w/DNR & CSSC Cost estimate for additional storage space for new imagery – Working w/DNR & CSSC 		
Point of Interest/Place Name Geocoder <ul style="list-style-type: none"> Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs 	Submitted: 1/18/11	Ashley Buzzeo Brad Wolters
WFS Services <ul style="list-style-type: none"> Top 10 list to be assembled during next Data & Resources Subcommittee meeting List of enable services, email to group 	Updated: 4/5/11 Submitted: 3/15/11	Ashley Buzzeo Data & Resources Subcommittee
WFS Service Testing <ul style="list-style-type: none"> Top 10 list to be assembled and MOU issues assessed Executive Committee has requested demo at 4/27/11 meeting Follow up concerning process testing and provide feedback to Tech Comm 	Updated: 3/1/11 Submitted: 1/4/11	Data & Resources Subcommittee
Web Mercator Data Service Projection <ul style="list-style-type: none"> Per MES, EMMA replacement will use Web Mercator projection Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection – Will determine with DNR & CSSC (lots of variables: migration to 10, etc.) 	Updated: 10/4/11; 4/5/11 Submitted: 1/4/11	CGIS
Metadata Services <ul style="list-style-type: none"> Forward electronic list to group Updated list to be provided by Friday, 1/7/2011 Updated list to be provided at 1/4/2011 meeting Remaining “offenders” actively being pursued Resend email to “offenders” to complete metadata Email resent and follow-up by Kenny Miller to occur MDP has provided metadata for all their services on MD iMap Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap Email sent to Kenny Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> Direct contact of data owners A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process 	Updated: 1/18/11; 1/4/11; 12/21/10; 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10 Submitted: 4/20/10	Data & Resources Subcommittee Co-chairs
Basemap Template Upgrade/Gazetteer Service Update <ul style="list-style-type: none"> Review and provide feedback to Ashley Buzzeo (Technical Committee) Provide hours concerning clean-up, update and reaching of this layer (Ashley Buzzeo) 	Updated: 6/7/11; 4/5/11; 1/4/11;	CGIS Data & Resources Subcommittee

<ul style="list-style-type: none"> • Submit additional comments for updates to Ashley Buzzeo • Obtain most up-to-date county boundary from SHA • Add state and county boundaries and Interstate and US Highways for all states adjacent to Maryland and NJ • Comments for changes should be sent to Ashley Buzzeo • Meeting to be scheduled to discuss next steps • Upgrade basemap using Esri template 	12/21/10 Submitted: 10/19/10	Technical Committee
Google Urchin <ul style="list-style-type: none"> • CCBC has not been able to incorporate this into their workflow as planned – New plan needed • CCBC has updated through March 2011 and will post on portal • CCBC updating stats and will be posted to portal shortly • Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs) • Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech Comm) • Manual has been generated for extracting web analytics from Google Urchin • Manual submitted for review by Technical Committee • Actively working on clarifying categories to be included on report • Provide categories to be included in statistical output report Categories have been provided to CGIS by GIO Meeting to address scheduled for 9/22/10 at CGIS	Updated: 10/4/11; 4/5/11; 3/1/11; 12/7/10; 11/16/10; 10/5/10; 9/21/10 Submitted: 9/7/10	GIO CGIS Technical Committee

Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Ramona <ul style="list-style-type: none"> • Intern hired – will provide in next few months • Send out available stats .pdf for review • Check with IT person for Ramona to get MD stats 	Updated: 10/4/11; 4/5/11; 3/15/11 Submitted: 3/1/11	Ashley Buzzeo
<ul style="list-style-type: none"> • Link to Ramona needs to be added to MD iMap Portal webpage <ul style="list-style-type: none"> ○ Embed search or have a one click link to Ramona 	Submitted: 3/1/11	Lisa Lowe Kevin Coyne
<ul style="list-style-type: none"> • Link to Merlin needs to be added to MD iMap Portal webpage 	Submitted: 12/21/10	Lisa Lowe
<ul style="list-style-type: none"> • Discuss with Broadband Team concerning functionality and code availability • Discuss adding a feedback button to MD iMap Portal webpage 	Updated: 10/4/2011	Outreach Subcommittee Lisa Lowe

	Submitted: 12/21/10	
Email Blast <ul style="list-style-type: none"> • Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address • Blast email to extended GIS community • Include updated Vision document 	Updated: 9/7/10; 5/18/10 Submitted: 4/20/10	Outreach Subcommittee
<ul style="list-style-type: none"> • Recruit participants • Obtain feedback concerning how to improve upon current outreach strategies • Email potential new members directly 	Updated: 5/18/10; 4/20/10 Submitted: 3/16/10	Outreach Subcommittee
<ul style="list-style-type: none"> • Proactive Marketing of MD iMap 	Submitted: 9/21/10	Outreach Subcommittee

Security Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Charter <ul style="list-style-type: none"> • Generate a charter 	Submitted: 12/7/10	Security Subcommittee
Security Model <ul style="list-style-type: none"> • Provide a copy of MD iMap Security Presentation to Brian Sivak (Jim Cannistra) • Price quotes from proposal submission to be updated • Additional documentation needed to address: <ul style="list-style-type: none"> ○ Cost of Delay ○ Justification of security (limitations, efficiencies) ○ Needs Assessment to determine groups and definitions • Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting • Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting • Document for presentation to Exec. Comm. at Oct. meeting • Demo accompanying document to Exec. Comm. at Oct. meeting • In progress, to be submitted by next Tech. Comm. meeting (10/5/10) 	Updated: 6/7/11; 3/1/11; 10/27/10; 10/19/10; 9/21/10 Submitted: 8/3/10	Security Subcommittee

COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Archival Connectivity Options <ul style="list-style-type: none"> • Request clarification from DoIT to setup internal firewall structure to share via SwGI 	Submitted: 8/16/11	Barney Krucoff
WFS Services <ul style="list-style-type: none"> • Agency sharing policy needed; Exec. Comm. to be consulted 	Submitted: 1/18/11	Kenny Miller Exec. Comm.

Introductions

Round-the-room

Future Funding Updates:

- Budget request put into DBM
- Actually two requests
 - 1. DoIT primary request, similar to last year
 - 2. DoIT request which includes more than GIO Office, including:
 - § Email consolidation/staff
 - § Server consolidation
 - § All items that will help DoIT move toward more centralized IT infrastructure
 - § GIO office is a block of line items in this request
 - Staffing
 - Hosting of MD iMap
 - Software bundles
 - Hardware costs
 - The success of this would be a movement of money and the MD iMap Committee would have more money to move forward with initiatives and maintenance
- Initial meeting with DBM did not reveal much about the likelihood
 - DBM currently conducting due diligence about requests
 - Trade-offs will need to be closely considered before this can move forward
- Meeting on Nov 21st to follow up with questions
- Meeting on Nov 30th – more formal meeting to review requests
- Suggested MD iMap Exec Comm would meet after 30th, but don't know if a lot more is going to be known at that time
 - Perhaps won't have more until which line items are submitted to legislator is revealed
- Another hurdle will be the legislator's scrutiny of the line items

Question: Impact on different state agencies?

- Don't know how the specific agencies will be impacted
 - People could be reassigned is one potential to impact budget
 - Going in as a number of requested positions (vacancies, people or money that moves or nothing moves – isn't yet known)
- Don't want to speculate too much, until more specifics are known about which line items approved
- Centralize funding for ELA
 - Especially for those agencies providing funding from general fund
 - Would be a little different for those agencies paying out of non-general funding pools
- Some back and forth with MDP concerning sustainability of MDProperty View
 - MDP is currently self-sustaining
 - Looking for support for this service to be sustained long-term

- **Action Item:** Provide draft of Executive Order to this group for review – Barney Krucoff

GIO Activities

- Emergency management activities
 - Updates to OSPREY
- Volunteer mapping site which went up this week
 - Being hosted via ArcGIS online
 - Help from CGIS (Michael Bentivegna) to make this happen
 - Volunteer points editable by intern in Governor's Office
 - § Streamline workflow because not being passed through MD iMap
 - § Providing a quick turn-around from request to launch

- **Updates concerning BMC funding potential**

No updates at this time

ELA

- Active and licenses are currently being fulfilled
- License manager is setup and working
 - Governor's Office can access, still need to test other agencies connectivity
- Still working on IP filtering because non-state entities are on the SwGi connection
 - Have to assure that only those agencies that are named in the ELA have access to the license server
 - § Someone is currently identifying the IP ranges which will be written into a rule which restricts access
 - Idea is to convince agencies to repoint to the centralized license server, but not required

Application Subcommittee Updates:

No updates at this time

Data and Resources Subcommittee Updates:

REST Description of Services

- **Still in the process of creating service descriptions**
 - Pre-release currently updated, working on staging and production now
 - § Go onto REST end at pre-release to see what is being prepared for the existing map services
 - § Also see, when right click in ArcCatalog, get information about the map service
 - § Production updated within the week

Domain Migrations

- Successfully completed
- Promoting mdimap.us should be used to connect to MD iMap instead of mdimap.towson.edu

Question: Did this migration have to do with availability of SwGi? – Don't think so

Question: Portal will stay at the same location (URL) – Yes

Production Server Upgrades to Version 10 (ArcGIS Server)

- Starting tomorrow (11/16) and expected to take a week to apply updates and conduct testing

- Should be transparent to the user throughout the process
 - Use load balancers and keep things up and running in the mean time
 - Slight lull might be noticed in production
 - § Loading balance shifting, for other upgrades and patches, produced little noticeable change

Clean Up of Database and Caching Directories

- Noticed Capital Budget application for several different years (at least 3 different years)
 - Generated via StateStat Office in the past
 - Never put into full production/Never used by StateStat Office
 - Want the go ahead to remove those from the system

Question: Who can give the go ahead for taking these applications down/remove? – GIO says to remove them

Question: When is the next update expected? – No set update cycle

Question: Proposed capital budget during legislative session – Did we put up the proposed budget or just the approved budget? – Think we only have done the proposed budget in the past

Action Item: Double check if proposed budget needs to be provided or just approved budget – Phillip Stafford

Response: Any proposed budget information is considered confidential information until it's submitted to the Assembly. We only map approved budget information. MDOT's CTP is the exception since it is a 6 year plan.
– Kenny Miller

- Email sent to DNR about upgrade of GreenPrint JavaScript version which is on MD iMap infrastructure
 - Should this remain up on MD iMap or can it be decommissioned?
 - **Action Item:** Determine if GreenPrint version on MD iMap infrastructure can be removed – Kevin Coyne
 - Actively running Flex version on DNR servers

Outreach Subcommittee Updates:

Twitter/Communication Plan

- Best way to communicate information out to known users and open-ended user base
- What is the best way to communicate? – outages, planned outages
 - Portal – manual update
 - Twitter – shared tweeters, but few followers
- Conduct targeted communication
 - In D.C. – lists to sign up for emails
 - § Program information/announcements
 - § Developers list
 - § Data list
 - § Training list?
 - Get people to sign up – large button on website to sign up, some people were automatically on the list regardless of signing up (CIO, Higher Level Administrators, etc.)
 - § Periodically clean up the list

Question: Should tokens be required? – this is a way to obtain contacts and track who is using what

- How did we respond to the outage? – were there negative reactions to the outage received?

- 1 complaint received
- **Action Item:** List of every CIO for inclusion on email alerts – Barney Krucoff
 - Additional people to add is the Press Office representatives of the Governor’s Office
 - Public Information Office at MEMA – for public version of OSPREY

Security Subcommittee Updates:

- Inclusion in the proposed budget to the extent of: hosting fee and staffers who would be government staff to monitor
 - Specific assignment/application could be at our discretion, potentially for security

Additional Business:

Stronger Maryland Together Campaign

- Launched with a press conference from Governor
 - Mapping application launched via arcgis.com
 - § Pulled in Stronger Together Maryland logo and icon from Governor’s server
 - § Hosting completely on arcgis.com
 - § Brought in by iFrame into Governor’s Website/Hosted on Governor’s Website
 - Good model for quick turnaround, simple map
 - § Get site up and information out quickly
 - § Being maintained by a non-GIS person – managing changes

Question: Documentation shared concerning the process taken to complete? – Quick write-up to be put together and update manual to be put together by Governor’s Office intern

Action Item: Write synopsis of process and see if update manual can be shared with the group – Michael Bentivegna

Mapping Interface Standardization

- Work has been done to standardize these interfaces
- Took several rounds to get into standardization of map applications for Maryland
- Recap what previous discussion were had about standardizing interface of maps
 - These have been documented and need the last push to get these implemented
 - Latest documentation can be obtain from Kenny Miller (Deputy GIO)

MSGIC and MD iMap Website Updates

- Some of the resources are not up-to-date, including data sources
- Could this be something besides a pdf? – we can take a look toward putting it together in another format
 - Can it be automatically generated?
 - Having a list of services with hot link to description or java viewer of it
 - § Rather than opening it within catalog
- REST endpoint URL as something to build on rather than build from scratch
- Check D.C. GIS for application developers – html table, linked to description and Java Viewer at REST endpoint
 - These were the web services we want people to use and not those that are stood up for specific application

ArcGIS Online

- Accessibility and perhaps some enhanced features come with the ELA
- Esri expected to provide available resources sometime this winter
 - Be able to put our wrapper around this information

-END MEETING-